**SupportWorld Live: A Digital Experience Conference Proposal**

To:

From:

Re: Proposal to attend SupportWorld Live: A Digital Experience conference

Date:

I’ve been invited to attend SupportWorld Live: A Digital Experience. Our organization would benefit greatly from my attendance at this event, taking place August 11-12, 2020 in a virtual environment. SupportWorld Live: A Digital Experience will bring together the most respected, knowledgeable, and influential community in technical support and service management for a couple of days of learning, networking, and organizational transformation. They are expecting over 2,400 of my peers that I can network with while I attend.

This conference will deliver solid ROI. I’ll learn from other companies facing the same challenges that we face and bring back best practices which we can implement within our organization. The event is also an excellent way for us to discover new ways to help our business save money by streamlining processes.

The conference agenda includes 4 industry keynote sessions, 5 breakout tracks that boast over 80 sessions. Throughout the conference, I can attend sessions in these tracks that are directly applicable to our ongoing projects.

*Pick the following that are applicable to your company or add your own description.*

* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>
* <Session name here>

Two specific projects where I believe we could benefit include: 1- [add project or initiative and 2- [add project or initiative]

Many of the sessions are interactive and can provide a benchmark for us with other organizations as well as suggested valuable strategies and tips. It’s also an excellent opportunity to network with industry experts and gain knowledge in specific areas to optimize our current system as well as find out about their newest solutions to meet our most critical business issues. More details about the event are posted on the [SupportWorld Live website](https://www.hdiconference.com/).

**Here is an approximate breakdown of conference costs:**

Live + On-Demand Access $99 if I register by June 19, 2020

Total: **$**99

Upon my return from the conference, I’ll submit a **post-conference report** that will include a summary, major take-aways, tips and suggestions to optimize our current investment in SupportWorld Live: A Digital Experience.

Thank you for considering this request. I look forward to your reply.

Regards,

YOUR NAME

Trip Report

**Executive Summary**

|  |  |  |
| --- | --- | --- |
| **Attendee Name** | |  |
| **Attendee Title** | |  |
| **Department** | |  |
| **Conference Summary** | | *SupportWorld Live: A Digital Experience will bring together 2,400 of the most respected, knowledgeable, and influential community in technical support and service management for two days of learning, networking, and organizational transformation.hr SupportWorld Live: A Digital Experience will take place from August 11-12, 2020.* |
| **Conference URL** | | SupportWorldLive.com |
| **Goals Met**  *Identify specifically what was brought back to the organization relevant to your business goals as payback for the organization’s investment in sending you.* | | |
| **1** |  | |
| **2** |  | |
| **3** |  | |

**Cost Summary**

|  |  |  |
| --- | --- | --- |
|  | Budget | Actual |
| Conference Fee | $ | $ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | $ | $ |

**Session ROI**

*Please reference the notes you took onsite using the ROI Session Worksheets. Insert additional session fields as needed by copying and pasting the table.*

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

**Business Relationships**

*Include contact information for all presenters, exhibitors and attendees that would be useful for your company to contact post-event to address your business priorities.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |
| **Name** |  | **Contact Details** |  |
| **Description** | | | |

**Summary**

*Outline additional details on the ROI value to you and your company. In your summary,   
we suggest offering to train others on what you learned and include the date/time of   
your planned briefing in the space below.*

|  |
| --- |
|  |

ROI Worksheets

**Session Worksheets**

*Use these worksheets to take notes after sessions so you can record the key takeaways, action items and estimated impact. These notes can then be referenced in creating your post-event Trip Report and completing your Educational Session and Overall Surveys.*

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |

|  |  |
| --- | --- |
| **Session Title** |  |
| **Session Presenter** |  |
| **Session Summary** |  |
| **Major Takeaways** |  |
| **Action Items** |  |
| **Estimated Impact** |  |